

NASA SHARED SERVICES CENTER

**Financial Disclosure – Termination
of Employee from Covered
Position (25.3)
Service Delivery Guide (3.2.3.6)**

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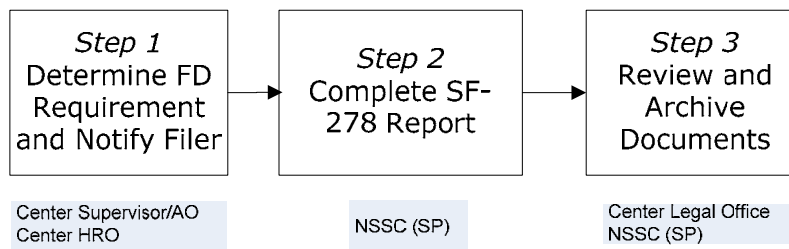
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Financial Disclosure – Termination of Employee from Covered Position

Introduction

Employees, who are required to file a Public Financial Disclosure Report, SF-278, are also required to file this report upon termination from a covered position. This includes all Senior Executive Service (SES), presidential appointees, Commissioned Corps O-7 and above, special government employees whose annualized salary is more than 120% of Grade 15, Step 1, and employees appointed under the ST and SL mechanisms. Upon termination, or notification of pending termination, the Center Human Resources Office (HRO) will provide a SF-278 to the terminating employee, with instructions on where to file the completed form and who to contact should the employee have any questions. The Center HRO will counsel the employee about their filing deadline and potential for a fine should the form not be filed timely. The Center HRO will also notify NASA Shared Services Center (NSSC), so NSSC (SP) can follow-up with the employee and ensure submission of a timely and complete form.

Process – Overview of Financial Disclosure – Termination of Employee from Covered Position



Roles & Responsibilities

Roles and Responsibilities	Action	Tips
<p>Step 1</p> <p>Center Supervisor/AO Center HRO</p> <p>Determine Financial Disclosure Requirement and Notify Filer</p>	<p>The Supervisor, AO or employee notifies the Center HRO of a pending termination or resignation of an employee who is required to file a Public Financial Disclosure Report, SF-278. Notification can be an informal call to the HRO, email, receipt of SF-52, or other methods. Once the Center HRO is notified of the pending resignation, the Center HRO counsels the terminating employee about their requirement to file a SF-278. The HRO provides a web link to the employee to access the SF-278, instructions for filing, and information about the filing deadline and potential for a fine should the employee not file a report, or not file a timely report. The HRO notifies the NSSC (SP) about the filing requirement and date counseling occurred.</p> <p>Output: Identified and Counseled Employee</p>	<p>The employee has thirty (30) days from the date of termination or resignation to file a SF-278 form.</p> <p>Employees face a \$200.00 fine if the SF-278 is not filed within thirty (30) days.</p> <p>Employees moving to another public filer position are exempt from this requirement.</p>
<p>Step 2</p> <p>NSSC (SP) Employee</p>	<p>The employee accesses the SF-278 from the OGC website, completes and signs the form. Should the employee have any questions, they</p>	<p>Once the thirty (30) day window has passed and employee has not filed, NSSC</p>

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Roles and Responsibilities	Action	Tips
Complete SF-278 Report	<p>are directed to the NSSC (SP) for resolution. Signed forms are submitted to the NSSC (SP) for review. If the SF-278 has not been received within thirty (30) days of the employee's termination/resignation, the NSSC (SP) follows-up with the employee to remind the employee of the submission deadline. When the form is received, NSSC (SP) reviews the form for completeness and signature, resolves any issues with the employee, and scans the document into the EPTS. Once the document has been scanned, NSSC (SP) updates EPTS with the date received/reviewed. If NSSC (SP) does not receive the completed report after four (4) reminders, the NSSC (SP) will notify the NSSC (IG), who will notify the Agency OGC.</p> <p>Output: Completed SF-278 Form</p>	(SP) must follow-up with the former employee at least four (4) times, generally every week by letter.
<p>Step 3</p> <p>Center Legal Office NSSC (SP)</p> <p>Review and Archive Documents</p>	<p>The Center Legal Office reviews the form for accuracy and completeness and resolves issues with employees. Additionally, they determine if conflict resolution is necessary. If a conflict exists, the Center Legal Office writes a 'cautionary letter' and sends it to the employee. NSSC (SP) maintains a hard copy of the SF-278 form and any cautionary letters in the archive for a period of six (6) years.</p> <p>Output: Cautionary Letter/Documents Archived</p>	Forms must be filed with the original signature or approved electronic signature.

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Center HRO	Notification of employee required to file SF-278 due to termination	NSSC (SP)	Within one (1) day of the employee's counseling session on the requirement to file.
NSSC (SP)	Reminder notice	Employee	Within one (1) week after the thirty (30) day filing window has elapsed, and each subsequent week for four (4) total weeks
NSSC (SP)	Documentation of review/receipt of SF-278	EPTS	Within five (5) days or receipt of the completed SF-278 form

Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

System Components**Existing Systems**

IT System Title	IT System Description	Access Requirements	IT System Interfaces
EPTS	EPTS for all NASA SF-278 and OGE-450 filers	Internal and External NSSC customers	TBD

New Systems

None Identified

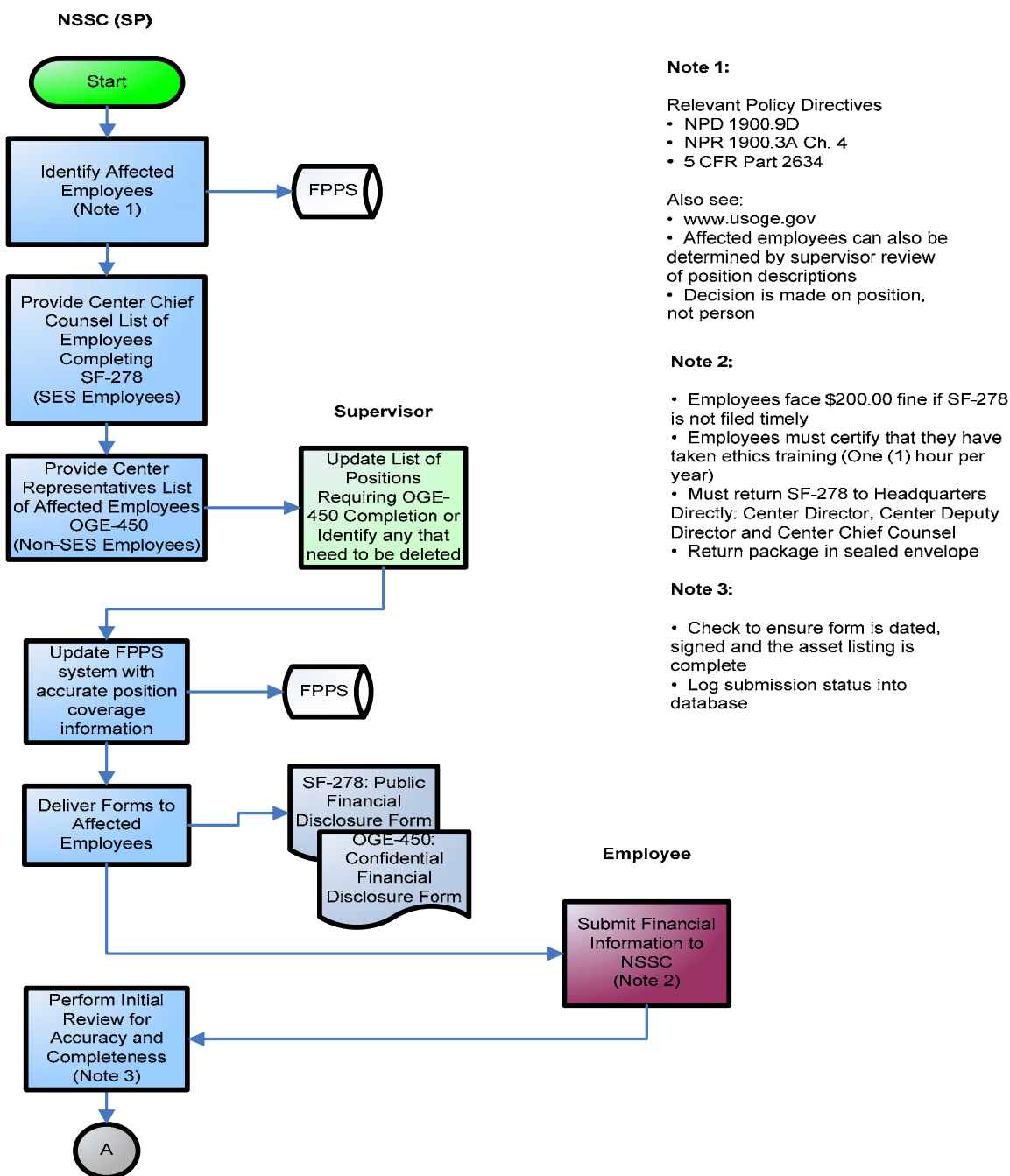
Generic System Title	Business Requirements for System	Access Requirements	IT System Interfaces
N/A			

Contact Center Strategy

Each activity requires a clearly defined contact center strategy which answers the question, “Who will answer the call and handle the request” and defines the escalation parameters for the activity. Because of the varied nature of the NSSC’s activities and volume of transactions, each activity has a unique Contact Center strategy. Refer to the NASA Shared Service Center Customer Contact Center Service Delivery Guide (3.5.1) for the Contact Center strategy concerning this activity.

Appendix – Process Flow Diagram

Financial Disclosure – Termination of Employee from Covered Position Process



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